



## PROCEDURES FOR LICENSING TEMPORARY CAMPGROUNDS

Issued under authority of Part 125 of 1978 PA 368, as amended.

Part 125, Sections 12501 through 12516, of the Public Health Code, 1978 PA 368, as amended (Act 368), requires a campground license when five or more recreational units are placed on a parcel of land and are used for temporary living quarters. Rule 5 of the Campground Administrative Rules entitled "Temporary campgrounds; application for license; operational period" allows a license to be issued for a short-term camping event. Temporary campground licenses are commonly issued in conjunction with other events such as festivals, fairs, races, and holidays. A temporary campground license approved by the Department of Environmental Quality (DEQ) or the local health department having jurisdiction is required prior to operating a temporary campground.

An [Application and License to Operate a Temporary Campground in Michigan](#) (form EQP 1717) must be completed and submitted to the local health department having jurisdiction at least 14 days prior to the event. The application must be accompanied by the applicable fees (see schedule below for state licensing fees), a site plan, signed contracts for services to be provided (portable privies, garbage), and any additional information required for approval of the temporary campground. The site plan should indicate the location and size of all campsites, campground roads, buildings, privies, wells, garbage storage facilities, and related facilities required for the temporary campground.

The local health departments are entitled to and may collect additional fees for services provided, such as inspections. Contact your local health department for their fee information. The state fees for licensing a temporary campground are as follows:

State of Michigan Fee Schedule for Temporary Campground Licenses Effective for 2008, 2009, and 2010	
Number of Sites in Temporary Campground	State Portion of Fees
1 - 25 sites	\$81
26 - 50 sites	\$108
51 - 75 sites	\$136
76 - 100 sites	\$163
101 - 500 sites	\$244
501 or more sites	\$542

The township or local unit of government should be notified if a temporary campground is being proposed. The township may require special zoning approvals or may have ordinances regarding camping or mass gatherings.

The local health department or the DEQ will review the [Application and License to Operate a Temporary Campground in Michigan](#) and either approve or provide the reasons for denial to the applicant and the DEQ. In many cases, the facilities required for a temporary campground will not be present on the site until a day or so before the event. Persons planning a temporary campground, however, must provide the local health department with evidence that the necessary facilities will be provided for at the event. Signed written contracts or agreements should be provided as evidence that required facilities will be provided. The local health department having jurisdiction should not approve licensure until the applicant proposing the temporary campground can provide such evidence. Upon approval of a temporary campground license by the local health department, one copy of the license and information will be provided to the owner and one copy of the license and information will be sent to the DEQ.

A [Campground Construction Permit](#) must be obtained from the DEQ when temporary or permanent on-site water supply and/or on-site sewage disposal facilities are to be provided for use or when other permanent campground facilities are to be provided. To obtain a construction permit, the applicant must submit an [Application for Campground Construction Permit](#) (form EQP 1716) along with the applicable fee (\$650 for a new temporary campground or \$244 for modification of a previously licensed temporary campground) and three sets of plans to the DEQ for review and approval. It is recommended that a site evaluation be completed before submitting plans for review. This evaluation will determine if there are any limitations for the proposal to be submitted. If the total cost of the project is more than \$15,000, then an engineer, licensed in the State of Michigan, shall prepare all plans for new or existing sanitary campground facilities. The applicant should allow an average of four weeks for the DEQ to complete the review of the proposal that is submitted. The applicant will be issued a campground construction permit or advised in writing of the aspects of the proposal that do not comply, as appropriate. An inspection will be completed once construction is completed and the applicant has contacted the DEQ.

When the temporary campground license has been issued, the license must be displayed at the campground before receiving recreational units. The applicant is responsible for ensuring that the recreational units are set up on sites in a manner that provides a four feet wide unobstructed path around each recreational unit. The license covers the period specified on the application. A temporary campground shall be operated for no more than a two-week period, unless written approval for an extension is obtained from the local health department or DEQ. To request an extension, a new [Application and License to Operate a Temporary Campground in Michigan](#) must be submitted to the local health department at least three days before the expiration of the first two-week period. A temporary campground cannot operate for more than a four-week period. At least 30 days must elapse between the end of first licensing period and the beginning of another licensing period for a temporary campground license to be issued at the same location.

There are two types of campgrounds: modern and primitive. Primitive campgrounds are served only by privies. Modern campgrounds have a service building with flush toilets and/or each site has a water and sewer connection. The following table indicates the minimum required sanitary facilities for a temporary campground:

TYPES OF CAMPGROUND	NUMBER OF WATER OUTLETS	SERVICE BUILDING FIXTURES	NUMBER OF PRIVIES
Primitive	1 for every 50 sites or fraction	Not Applicable	1 for each sex for every 25 sites or fraction
Modern	1 for every 50 sites or fraction	Meets Rule 21 fixture schedule requirements	Not Applicable

- ❖ A temporary campground with a water supply under pressure will require a sanitary station or an approved alternative (Rule 5, 26) by the local health department or the DEQ for the disposal of holding tank waste.
- ❖ A portable privy may be used with a contract for daily servicing for each privy or two portable privies with contracts for less than daily servicing for each privy. A privy or portable privy cannot be located within 50 feet of a campsite boundary.

Temporary campgrounds may be held in conjunction with other events such as festivals, fairs, races, and holidays. In this case, there may be people at the event other than campers. Sanitary facilities will, of course, need to be provided to serve those people as well as those who intend to camp. These facilities may serve both the campground and the other event, as long as there are an adequate number of facilities and the facilities are located conveniently to the camping area. The applicant should contact the municipality where the temporary campground is located as they may have a Mass Gathering Ordinance that specifies additional facilities are needed.

Garbage and refuse storage containers should be located conveniently, in sufficient quantity, for the campers' use. Garbage and refuse must be removed from the site as often as necessary, but at least once per week. Garbage and refuse must be removed from the property and disposed of in accordance with local or state laws. The burning of garbage and refuse is not allowed.

Any electrical facilities, whether temporary or permanent, must be installed by a licensed electrician under a permit from the state or local electrical authority. The electrical system must be inspected and approved by the electrical inspector prior to energizing the system.

Additional information regarding construction and licensing of campgrounds in the State of Michigan can be obtained on the internet at [www.michigan.gov/deqwb](http://www.michigan.gov/deqwb) or contact the DEQ at the following offices:

Michigan Department of Environmental Quality  
Drinking Water & Environmental Health Section  
Water Bureau  
525 W. Allegan Street, P.O. Box 30273  
Lansing, Michigan 48909-7773  
517-241-1340

Michigan Department of Environmental Quality  
Upper Peninsula District  
Field Operations Section – Water Bureau  
420 5<sup>th</sup> Street  
Gwinn, Michigan 49841  
906-346-8300

The Michigan Department of Environmental Quality (DEQ) will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. Questions or concerns should be directed to the DEQ Office of Personnel Services, P.O. Box 30473, Lansing, MI 48909.